Step 1: Download the PTPTN agreement document from your email or PTPTN portal (www.ptptn.gov.my).
- Click the PTPTN Online
- Login to your account
- Click “DILULUSKAN” for your programme
- Click “MUAT TURUN SURAT”

Step 2: Print TWO (2) copies of the agreement document

**IMPORTANT!**
- Kindly use 80 GSM A4 white paper and **BLACK** ink colour to print the documents.
- **Liquid paper** is strictly not allowed.
- Print **single-sided** for all documents.

Step 3: Verify the details stated on the document. Make correction (if any).
- Corrections are allowed only for the spelling of name, address, bank name, and bank account number.
- Correction on other information is not allowed. You need to make a new application if there is any.
- Please write using **CAPITAL LETTERS** and use **BLUE** or **BLACK** colour pen to fill up the document.
- Kindly draw a line across the wrong details, and put your initials at the right side of the correction. Please write the correct details beside it.
- Example:
  
  NAMA PENERIMA BIAYA: Ali Bin Abu
  ALI BIN AHMAD

- Kindly make correction both on the Surat Tawaran Pembiayaan and on the **BORANG PERUBAHAN MAKLUMAT PELANGGAN**. Every correction needs to be attached with a supporting document.

Step 4: Sign and write date on the agreement accordingly. Please click [here](#) to view the sample.

- Please print 1 full set from page 1/16 – 16/16, and another set from page 1/14 – 14/14.

<table>
<thead>
<tr>
<th>Agreement Page</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 – 5</td>
<td>Applicants’ signature and date</td>
</tr>
<tr>
<td>6</td>
<td>Purchase 2 pieces Stamp Hasil from the post office</td>
</tr>
<tr>
<td>7</td>
<td>Applicants’ signature only</td>
</tr>
<tr>
<td></td>
<td>Witness’s signature (refer to the list of witnesses)</td>
</tr>
<tr>
<td>9 – 14</td>
<td>Applicants’ signature only at the bottom of the page</td>
</tr>
<tr>
<td>Lampiran A</td>
<td>Applicants’ signature only</td>
</tr>
</tbody>
</table>
List of witnesses are:
1) **UCSI University Student Affairs & Alumni (SAA) Administrator**
2) Principal / School Headmaster / Headmistress / Senior Assistant of Student Affair (Government Schools only)
3) Professional and Management Group of Government Officers (formerly from Category A)
4) Law Enforcement Officers
5) Justice of Peace / Government State Secretariat Committees (State Executives)
6) Village Penghulu / Village Headman (Penggawa) / Longhouse Head (Tuai Rumah) / Tribal Leader (Ketua Kaum) / Commissioned District
7) Member of The State Assembly (Wakil Rakyat) - The official stamp MUST not represent any political party
8) Advocates and solicitors (Lawyers) - The official stamp MUST have the complete firm name and address
   * Signature and validation stamp from Commissioners of Oath (Pesuruhjaya Sumpah) is no longer acceptable.

Step 5: Compile **ONE (1) copy** of the applicant’s supporting document according to the checklist given as below.
- Kindly arrange according to the order and write “**Kegunaan Untuk PTPTN Sahaja**” between two lines.
- The supporting document must be in A4 size and do not need to be certified true copy.

**Document Checklist:**

<table>
<thead>
<tr>
<th>No</th>
<th>Documents</th>
<th>Tick (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Two (2) sets of PTPTN Agreement</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>One (1) copy of the offer Letter from UCSI University</td>
<td></td>
</tr>
</tbody>
</table>

Step 6: Submit the documents to the SAA administrator / PTPTN officer
- Submission date will be announced via email to the students’ email only.
- All of the documents must be submitted to SAA administrator **within seven (7) days / any date set by SAA**. Students may submit the documents directly to the PTPTN office / branch but any incorrect or missing document will be on the students’ own responsibility.
- Applicants should always be alert about the announcement to avoid any difficulty in handing the documents to the PTPTN officer or SAA administrator.
- The loan agreement (surat tawaran) will be expired if the documents are not submitted to the PTPTN office **within fourteen (14) days from the agreement letter date or any date set by PTPTN**.

For further assistance, kindly proceed to **Student Affairs & Alumni** at 3rd Floor, Block A, UCSI University Kuala Lumpur Campus (South Wing). Tel: 03-9101 8880.

- **END** -